

UPDATED/REVISED JOB ANNOUNCEMENT

Curriculum, General Education, and Academic Policies & Procedures Committee Co-Chair

(1.00 LED Reassigned Time Fall & Spring Semesters)

Two Year Term

Fall 2025-Spring 2027

This position is open to all full-time faculty at Cuyamaca College

The Curriculum Committee Faculty Co-Chair will work collaboratively as co-chair together with the Vice President of Instruction, and report directly will report regularly to the Academic Senate.

The duties and responsibilities include the following:

1. Co-chair the **Curriculum, General Education, and Academic Policies & Procedures Committee [A]**, which is a subcommittee of the Academic Senate and among other responsibilities is charged with: the approval of additions, deletions, and modifications of courses and programs; the review of Student Learning Outcomes for the College's credit and non-credit courses; and the approval of courses for inclusion in the General Education package;
2. Appoint sub-committees or work groups of the Curriculum Committee as needed to help conduct the committee's business;
3. Facilitate mandatory Annual Curriculum Certification training for the Curriculum Committee
4. Attend all Academic Senate [G] meetings and report regularly to the Academic Senate;
5. Work collaboratively with the Vice President of Instruction [D], the Academic Senate President, the Articulation Officer, and the College President;
6. Co-chair the **Curriculum Technical Review Subcommittee [B]**;
7. Co-chair the **Curriculum Preparation Subcommittee [C]**;
8. Oversee the Curriculum Alignment, Articulation and Differentiation procedures between Grossmont and Cuyamaca Colleges;
9. Attend all weekly meetings of the **Academic Senate Officers Committee [H]**;
10. Report curriculum modifications, additions, and deletions to the Governing Board [F]; and Attend the meetings of the Student and Institutional Success Council (SISC) [E].
11. Stay up-to-date on Federal and state initiatives, laws and regulations, ACCJC accreditation standards, District policies and regulations, UC, CSU, and C-ID transferability, CTE consortia and advisory committees, Noncredit policies and regulations, community needs, and other matters related to and impacting

Curriculum [K, L, M].

12. Assist faculty with curriculum development, modification, or any other curriculum process. Meet with faculty as needed to discuss curriculum needs, issues, and processes.
13. Maintain active communication and schedule meetings as needed with Grossmont College Curriculum Co-Chair(s) [J].
14. Maintain active communication with other local area Curriculum Chairs.
15. Engage in systems work, including the launching and implementation of a curriculum management system.

Overview of Required Meetings and Conferences

A. Curriculum, General Education and Academic Policies & Procedures Committee

- Frequency: Bi-Monthly; 1st and 3rd Tuesdays, 2:00p–4:00p
 - i. Note: This committee follows the Brown Act
- Location: Cuyamaca
- Medium: In Person

B. Curriculum Technical Review Subcommittee

- Frequency: Bi-Monthly; 2nd & 4th Tuesdays, 1:30p–3:30p
- Location: Remote
- Medium: Zoom

C. Curriculum Preparation Subcommittee

- Frequency: Bi-Monthly; 2nd & 4th Wednesdays; 1:30p-2:30p
- Location: Cuyamaca
- Medium: In Person

D. Curriculum Chairs Meeting

- Frequency: Monthly to Bi-Monthly; 2nd and/or 4th day(s) of the week following the Curriculum Preparation Subcommittee; one hour
 - i. Note: The VPI and Faculty Co-chair work closely to accommodate each others' schedules.
- Location: Cuyamaca/Remote
- Medium: In Person/Zoom

E. Student and Institutional Success Council (SISC)

- Frequency: Every Other Month; Monday, 3:00p-4:15p
- Location: Travel Required; alternates between Grossmont and Cuyamaca Campuses
- Medium: In Person

F. GCCCD Board Meetings

- Frequency: Monthly; Tuesday usually starting at 4:15p
- Location: Travel Required; alternates between Grossmont and Cuyamaca Campuses

- Medium: In Person
- Required to Present Board Packets in: October, November, December, March, April, and May; all other Board Meetings are optional but encouraged

G. Academic Senate

- Frequency: Bi-Monthly; 2nd and 4th Thursdays, 2:00p–4:00p
 - i. Note: This committee follows the Brown Act
- Location: Cuyamaca
- Medium: In Person

H. Senate Officers Committee (SOC)

- Frequency: Weekly; Tuesdays, 11:00a-12:30p
 - i. Note: Check with the Academic Senate President on the scheduled day and time.
- Location: Remote/Cuyamaca
- Medium: Zoom (with one monthly in-person meeting on the first Tuesday of every month)

I. Instructional Leadership Advisory Team (ILAT)

- Frequency: Monthly; 1st Monday, 1:00p - 3:00p
- Location: Cuyamaca
- Medium: In Person

J. Meeting with Grossmont College Curriculum Co-Chair(s)

- Frequency: As needed
- Location: As agreed upon
- Medium: Zoom/In Person (may require travel)

K. Academic Senate for California Community Colleges (ASCCC) Plenary

- Frequency: One Per Semester (April/November); spans three days (Thursday-Saturday)
- Location: Travel Required (Off-Campus-Activity)
- Medium: In Person

L. Academic Senate for California Community Colleges (ASCCC) Curriculum Institute

- Frequency: Annually in July; spans four days (Wednesday-Saturday)
- Location: Travel Required (Off-Campus-Activity)
- Medium: In Person

M. Academic Senate for California Community Colleges (ASCCC) Fall & Spring Curriculum Regionals - South

- Frequency: One Per Semester; one day (Friday)
- Location: Travel Required (Off-Campus-Activity)
- Medium: In Person

Application Process: Submit a letter of interest that responds to the following questions:

1. Why are you interested in this assignment?
2. What in your background qualifies you for this assignment?

Submit the letter directly to Debi Ridulfo, Office of Vice President of Instruction. Letters of Interest may be submitted via email (debi.ridulfo@gcccd.edu).

Deadline: *Friday, April 16, by 12 noon*

Selection: Once nominations close, the faculty members on the committee shall vote through a secret ballot with a simple majority rule determining the nominee, to be submitted to the Senate Officers Committee (SOC) for appointment.



ORIGINAL JOB ANNOUNCEMENT

Curriculum, General Education, and Academic Policies & Procedures Committee Co-Chair

(.40 LED Reassigned Time Fall & Spring Semesters)

Two Year Term

Fall 2021-Spring 2023

This position is open to all full-time faculty at Cuyamaca College

The Curriculum Committee Faculty Co-Chair will work collaboratively as co-chair together with the Vice President of Instruction, and will report regularly to the Academic Senate.

The duties and responsibilities include the following:

1. Co-chair the Curriculum, General Education, and Academic Policies & Procedures Committee **{1st & 3rd Tuesday, 2p-4p}**, which among other responsibilities is charged with: the approval of additions, deletions, and modifications of courses and programs; the review of Student Learning Outcomes for the College's credit and non-credit courses; and the approval of courses for inclusion in the General Education package;
2. Report regularly to the Academic Senate;
3. Work collaboratively with the Vice President of Instruction, the Academic Senate President, and the College President;
4. Co-chair the Curriculum Technical Review Subcommittee **{2nd & 4th Tuesday, 1:30p-3:30p}** (subject to change);
5. Co-chair the Curriculum Preparation Subcommittee **{2nd & 4th Wednesday, 12:30p-1:30p}**;
6. Oversee the Curriculum Alignment, Articulation and Differentiation procedures between Grossmont and Cuyamaca Colleges;
7. Attend all meetings of the Academic Senate Officers Committee **{check with Academic Senate President on schedule time}**;
8. Appoint sub-committees or work groups as needed to help conduct the committee's business;
9. Report curriculum modifications, additions, and deletions to the Governing Board; and Attend the meetings of the Student and Institutional Success Council (SISC) **{4th Monday, 3:00p- 5:00p}** (every other month)}.

Application Process: Submit a letter of interest that responds to the following questions:

1. Why are you interested in this assignment?
2. What in your background qualifies you for this assignment?

Submit the letter directly to Debi Ridulfo, Office of Vice President of Instruction. Letters

of Interest may be submitted via email (debi.ridulfo@gcccd.edu).

Deadline: *Friday, April 16, by 12 noon*

Selection: Once nominations close, the faculty members on the committee shall vote through a secret ballot with a simple majority rule determining the nominee, to be submitted to SOC for appointment.